




RIDOT POLICY

DATE: July 31, 2006

REFERENCE: Appropriate Attire


James R. Capaldi, P.E.
Director of Transportation

As representatives of State Public Service, it is imperative that we maintain a professional appearance for the public at large, the communities and business partners we serve and to our fellow co-workers.

Therefore, it shall be the policy of RIDOT to ensure that all office employees shall dress and present themselves in an appropriate and professional manner. Attire, including clothing and hygiene, must be appropriate to the business environment and specific work situation. Men are encouraged to wear either suits or sports jackets, dress slacks and ties. Women are encouraged to wear dresses, suits, skirts or slacks and blouses. All employees are encouraged to wear footwear appropriate for a professional office. Additionally, all clothing shall be clean and not excessively worn, frayed, tattered, wrinkled, soiled or torn.

Business casual days are defined as less formal than normal business attire and are entirely optional. Dress down and business casual days will be at the discretion of the Director. Proper attire for a business casual day includes slacks, sport shirts, polo shirts and proper footwear. Employees should use good judgment when choosing the attire for a business casual day.

Employees who are due to meet with the general public or required to appear where business is expected are obviously still expected to dress appropriately. On certain occasions, some employees may be asked to dress in more formal business attire as notified by one's supervisor.